

€ TRAINING

Certified Contract Manager





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Introduction:

This Contracts Management training course covers the contracting process from contract award, through planning and management to contract close-out and resolution of disputes. The intention is to develop a delegate's existing skills in a wide range of contract management situations and to allow participants to have an awareness of practices in many business sectors including construction, petroleum, engineering, and other industries.

Course Objectives:

At the end of this course the participants will be able to:

- Select the appropriate type and form of contracts for different situations
- Understand the legal framework in which contract management takes place
- Understand the contract complexities that need managing
- Explain the practical steps in obtaining and analyzing performance data
- Be more effective in contract management activities
- Anticipate problems and manage risks
- Integrate contract management with contract needs
- Understand the best means of handling claims, disputes, and performance issues

Targeted Audience:

- Contract Managers
- Contract Professionals
- Project Managers
- Construction Managers
- Procurement Managers
- Commercial Managers
- Persons who are involved in the acquisition of materials or equipment, or the management of suppliers and contractors delivering services

Course Outlines:

Unit 1: Understanding the Contract:

- Overview of the tendering and contract award process
- Understanding contracts - a refresher on legal requirements for a contract
- Formal and Informal Contractual documents, including
- Standard terms and conditions
- Letters of intent
- Letters of comfort
- The specification and scope of work - linkage to price and payment
- Recognizing where the contract risks lie
- Tools and techniques to manage contract risks

Unit 2: Key Skills of Contract Management:

- The role and value of an effective contract manager
- Implementing the new contract
- Effective Review processes
- Inspection and certification of contractual performance
- Managing suppliers of professional services
- Working with contract management reports
- Using KPIs ineffective contract management

Unit 3: Model Contracts and Terms:

- Selecting the right model for the contract
- Standard form Contracts - ICC, FIDIC, NEC, and others
- Force Majeure clauses
- Indemnities and Insurance clauses
- Warranty clauses
- Bonds and Guarantees
- Contract variation clauses

Unit 4: Managing Price and Contract Variations:

- Managing Price escalation
- Getting a breakdown of costs
- Cost and price analysis techniques
- Tracking changes
- Managing variations to the work
- Changes to timing, accelerating delivery
- Increase or decrease in scope
- Changes to work methods
- Negotiation techniques for price and contract variation management

Unit 5: Managing Claims and Disputes:

- Typical contract claims - scope, delay, quality, payment
- Implementing penalties or service credits
- Liquidated and unliquidated damages
- Termination and other methods of dealing with default
- Defects in Liability Management
- Dispute Resolution - tools and techniques to use
- Contract closeout